

Report for Week Ending 18 May 1959
FROM
RECORDS CENTER

During the week the following accessions were made:

| | |
|-----------------------|-----------|
| OCR | 132 cu ft |
| OSI | 1 " " |
| DCI | 2 " " |
| ORR | 3 " " |
| OCI | 6 " " |
| SECURITY | 19 " " |
| PERSONNEL | 6 " " |
| COMPTROLLER | 115 " " |
| AUDIT STAFF | 4 " " |
| | <hr/> |
| Sub-Total: | 288 cu ft |
| Finished Intelligence | 297 " " |
| | <hr/> |
| Total : | 585 cu ft |

| | |
|--------------------------------|--------------|
| Map Negatives | 1,508 cu ft |
| Records Holdings | 30,700 " " |
| Distribution Material Holdings | 13,069 " " |
| | <hr/> |
| Total : | 45,277 cu ft |

| | |
|---|----------|
| Distribution Material Disposed of at Center | 14 cu ft |
| Distribution Material Transferred from Center | 9 " " |
| Records Disposed of at Center | 16 " " |
| Records Transferred from Center | 10 " " |
| | <hr/> |
| Total : | 49 cu ft |

Accessioning and Disposal

One hundred thirty-five assembled boxes were furnished to three operating components. To date 4,413 assembled boxes have been furnished.

The revision of the NIS Gazetteer on USSR has been completed and sent to the printer. The revision will consist of seven volumes. Volumes one and two have been received and the remaining five are scheduled to be received on a weekly basis. These first two volumes required 245 cubic feet of shelving space and it is estimated that the entire gazetteer will occupy 850 cubic feet.

Two accessions have been received from the Special Records Branch of Security. These are very sensitive records and were not on the Security Records Control Schedules. After discussing this with the ARO, he agreed to contact Records Disposition Branch to include these records in the schedule.

During the week 77 cubic feet were destroyed leaving an accumulation of 751 cubic feet in the disposal area.

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Reference

All the Intellofax cards have been returned to OCR/MD for merging into one complete inactive file. As soon as the merging action has been completed, the cards will be returned to the Center. Approximately 3,500,000 cards are involved.

Vital Materials

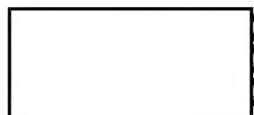
Agreement has been received from [] to discontinue duplicate reporting of TS material deposited and withdrawn.

25X1

One extra step has been eliminated in the withdrawal of NIS map negatives. Under the new procedure, Records Center personnel will hold the control records for the negatives and all requests will come direct to the Records Center instead of by way of the VM Repository.

Visitors

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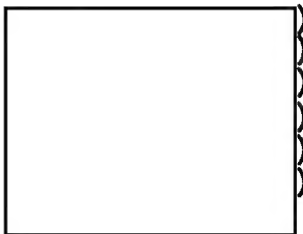
ORR



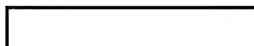
OCR

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25X1



DD/P



OCI

25X1



RMS

25X1



Chief, Records Center

25X1